User Manual

This covers the information regarding the user manual to aid users on how to navigate the system.

Guide for Judges	
- After logging in, you will see the events in which you are participating. - If an event is active, it will show Active, indicating that the event is still going on and that you can cast scores. If it says Inactive, it means you can't cast scores but can view the event details. - If you wish to cast your scores, click the view button and then score. When you're finished, click Save Score to save your scores.	- Repeat the first three (3) steps if you wish to edit your scores. - To see your previous events and the participant scores, search for the specific event and click the view button to view the event details. - You might want to visit the My Account module and change your password there if you want to. - You can ask the organizer to reset your password if you've forgotten it.

Guide for Admin/Organizers	
- After logging in, you will see a dashboard or calendar with the total number of events created in the system EVENTS CREATED: 11. The dashboard also displays past, current, and future events. - The list of events module contains events that have been created. You can create new events as well as view, edit, and delete existing ones. - To print the score of an event, navigate to the list of events module, click the view button, then the view results VIEW RESULT button, scroll down, and then click the print result PRINT RESULT button. - How to create an event? Before you continue creating an event, it is advised that the user's accounts, participants, and criteria have been all set. - To create a user account, go to the users' module, then click the add + ADD button, fill out the details, and set whether the user will be an administrator or judge. To create participants and criteria, go to the participants' module and criteria module, click the add + ADD button then click save.	- To create an event, go to the list of events module, click the create new event button, enter all the necessary information, and then select the "Save" button to start the event creation process. Even after you create an event, it is inactive and needs to be activated. - To activate an event, go to the list of events module, click the view button, then click the activate button. Now the event has been activated. - If you wish to change your password, go to my account My Account module. - You can ask another administrator or organizer to reset your password if you've forgotten it.